



# Indiana Department of Homeland Security

## District Programs Information Bulletin

Date: June 18, 2010

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TO: All District Administrative Coordinators  
All District Coordinators  
All District Fiscal Agents  
All District Planning Council Members  
All District Planning Oversight Committee Members  
All District Response Task Force Commanders  
All Emergency Management Directors

From: Randal A. Collins  
District Services Branch Director, Field Division  
Indiana Department of Homeland Security

Subject: Guidelines for the Position Qualification System (All Hazard Incident Management Team, Type 3)

### Purpose

The purpose of this Information Bulletin is to announce and disseminate the ***Guidelines for the Position Qualification System for All Hazard Incident Management Team (Type 3)***. This document serves as the qualification and credentialing guidelines for the All Hazard Incident Management Team (Type 3) personnel as defined in the Indiana Incident Management Program, an appendix to the District Response Task Force Initiative.

The intent of this guidance is to define and develop human resources deemed by the State as suitable to fill specific positions on a Type 3 All Hazard Incident Management Team as prescribed by the National Incident Management System. Persons who achieve this qualification may be utilized within their specific position to serve on a Mobile Support Unit and/or to fulfill Emergency Management Assistance Compact requests.

### Position Task Books

This document outlines the process in which to apply for, receive, and complete a position task book for command and general staff positions and certain unit leader positions on an All Hazard Incident Management Team (Type 3).

This Informational Bulletin is intended to communicate guidance and clarification of District Programs. The information contained herein supersedes all previous information or guidance pertaining to the subject. This information is intended to help districts plan, prepare, take appropriate actions and collaborate. Any questions pertaining to this bulletin may be directed to the Field Services Division at 317-234-7228. To be added to the District Informational Bulletins distribution list, please send an email to [fieldservices@dhs.in.gov](mailto:fieldservices@dhs.in.gov).

## **Position and Qualified Evaluator Historical Recognition**

This document outlines the process in which experienced personnel may apply for historical recognition and receive a qualification without completing a position task book. Historical recognition applications will be accepted until June 01, 2012.

## **Requalification and In-Service Training Requirements**

This document outlines the requalification process and the required ongoing training requirements required to re-qualify within a specific position every four years.

## **Document Dissemination**

The Guidelines for the Position Qualification System (AHIMT – Type 3) is attached to this information bulletin email and is posted on the IDHS District Programs website under Indiana Incident Management Program at [www.in.gov/dhs/districtprograms.htm](http://www.in.gov/dhs/districtprograms.htm)

## **Questions**

Any questions pertaining to this information bulletin, the Guidelines for the Position Qualification System (AHIMT-Type 3), the Indiana Incident Management Program or the District Response Task Force Initiative may be submitted to Randal Collins, District Services Branch Director, [rcollins@dhs.in.gov](mailto:rcollins@dhs.in.gov), 317-238-1762.